# SPS

## STATEWIDE PERSONNEL
### SYSTEM

**Request One-Time Payment**

**May 2016**

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# Request One-Time Payment Business Process

## Process Overview

The **Request One-Time Payment** business process is used to request infrequent payments such as retroactive reclass payment (effective prior to 5/24/2016), annual leave payouts, unused annual leave payouts (for non-terminated employees), severance payouts, referral bonuses or other infrequent employee payments.  The steps in the process are listed below.

**NOTE:**  Agency Payroll Partners will get a notification once this event is completed.

| | Process Steps | Role | Description |
|---|---|---|---|
| 1 | **Request One-time Payment** | HR Coordinator HR Partner | Enter one-time payment request details. |
| 2 | **Payment Request Approval** (**Note:** Approval routing is | HR Partner | Agency HR Director approval of one-time payment request. |
| 3 | based on who initiates the request.) | Appointing Authority Partner | Agency Appointing Authority approval of one-time payment request. |

## One-Time Payment Plans and Event Reasons

You must select a **One-Time Payment Plan** and a corresponding reason when entering the one-time payment details. The table below lists valid reasons

| Event | One-Time Payment Plan | Reason |
|---|---|---|
| **Request One-Time Payment** | SPMS Retro Reclass | Retro-Reclass > Retro-Reclass Payment |
| | STMD Activity Pay | Activity Pay > Activity Pay |
| | STMD Executive Amount | Bonus > Executive Amount |
| | STMD Executive Percent | Bonus > Executive Percent |
| | STMD Performance Bonus (Percent) | Bonus > Performance Bonus (Amount) |
| | STMD Performance Bonus (Percent) | Bonus > Performance Bonus (Percent) |
| | STMD Recruitment Bonus | Bonus > Recruitment |
| | STMD Comp Referral Bonus* | Bonus > Referral |
| | STMD Retention Bonus | Bonus > Retention |
| | STMD Comp Annual Leave Payout | Final Payout  > Annual Leave Payout |
| | STMD Comp Severance Payout * | Severance > Severance Payment |
| | STMD Comp Annual Leave Payout | Unused Annual Leave Payment |
| | STMD Settlement Amount | Settlement Amount > Settlement Amount |
| | Settlement Org Payment | Settlement Amount > Settlement Org Payment |

**NOTE:**  Reasons marked with an asterisk (*), indicate a reason that is rarely used but can be used, if needed.

## Before you begin…

You will need the following information to complete the **Request One-Time Payment** business process:

- Employee's name or employee ID number
- Payment amount (calculated by Payroll staff)

# Procedure: Request One Time Payment

Use this procedure to enter and submit a one-time payment to an employee.

**Procedure:**

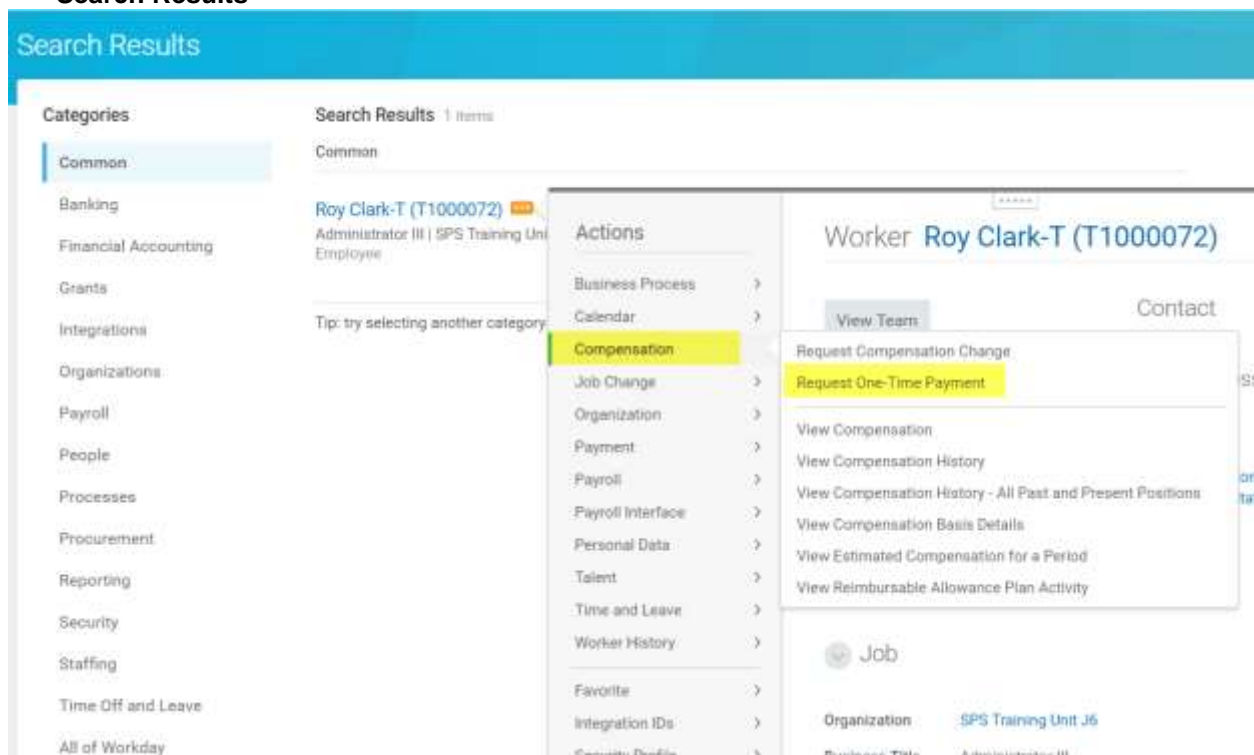1. Search for the employee.

   **Tip:** To find an employee…
   - Type the employee name or employee ID in the **Search** field. Then, click the **Search** icon, OR
   - Find the employee in their assigned Supervisory Organization on the **Members** tab.

2. Click the Related Actions and Preview [icon] icon next to the employee's name.

**Search Results**



3. In the menu, hover over Compensation and then click the Request One Time Payment hyperlink.
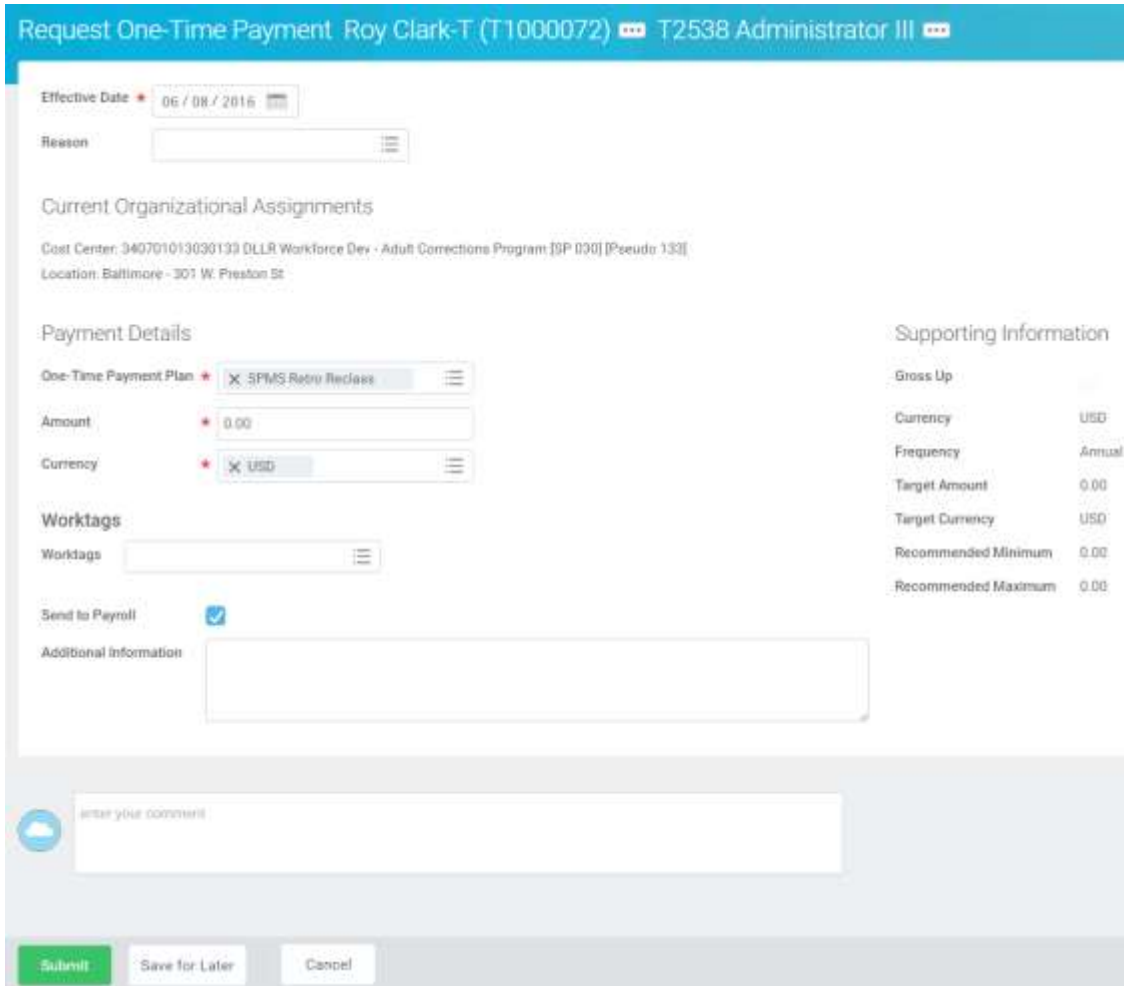
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4. In the **Effective Date** field, enter or select the effective of the payment.

5. In the **One-Time Payment Plan** field, use the prompt [icon] to select the appropriate plan.

- SPMS Retro Reclass
- STMD Activity Pay
- STMD Executive Amount
- STMD Executive Percent
- STMD Performance Bonus (Percent)
- STMD Performance Bonus (Percent)
- STMD Recruitment Bonus
- STMD Comp Referral Bonus*
- STMD Retention Bonus
- STMD Comp Annual Leave Payout
- STMD Comp Severance Payout *
- STMD Comp Annual Leave Payout
- STMD Settlement Amount
- Settlement Org Payment

6. Click the **OK** [OK button] button.

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7.  In the **Reason** field, use the prompt to select a category and then select the payment reason.

    - Retro-Reclass > Retro-Reclass Payment
    - Activity Pay > Activity Pay
    - Bonus > Executive Amount
    - Bonus > Executive Percent
    - Bonus > Performance Bonus (Amount)
    - Bonus > Performance Bonus (Percent)
    - Bonus > Recruitment
    - Bonus > Referral
    - Bonus > Retention
    - Final Payout > Annual Leave Payout
    - Severance > Severance Payment
    - Unused Annual Leave Payment
    - Settlement Amount > Settlement Amount
    - Settlement Amount > Settlement Org Payment

**Information:** The reason should correspond with the **One-Time Payment Plan** selected for this one-time payment request.

8.  In the **Payment Details** section, enter the payment amount in the **Amount** field.

**Note:** This payment amount should be calculated by Agency payroll staff. Contact your Agency Payroll staff if you have questions.

⚠️ **Caution:** DO NOT uncheck the **Send to Payroll** check box.

9. Enter a comment, if desired.

10. Click the **Submit** **Submit** button.

11. The System Task is complete.